



SHELTON STATE COMMUNITY COLLEGE  
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD  
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

M E M O R A N D U M

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TO: Arthur Howington  
Hugh Kynard  
Library Committee Chairpersons

FROM: Debbie Grimes *pinne*

RE: Library Annual Report, 1987-1988

DATE: February 1, 1989

Because of time constraints on my schedule this year, I will not compile a formal annual report on library activities for 1987-88. Statistical information, however, on holdings and circulation is attached. In addition, the final budget report for 1987-88 is attached (the balance of \$10,189.06 was left because the college administration asked that no more materials be purchased).

cc: Tom Umphrey

ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

SHELTON STATE COMMUNITY COLLEGE  
LIBRARY STATISTICS, October 1, 1987--September 30, 1988

HOLDINGS AS OF SEPTEMBER 30, 1988

Category	Added	*Withdrawn/Lost	Cumulative TOTAL
Jr. College Classified Books	814	9	31,492
Tech. College Classified Books	302	9	1,713
Tech. College Unclassified Books	143	102	1,184
TOTAL BOOKS	1,259	120	34,389
Jr. College AV	180	35	1,718
Tech. College AV	156	203	1,806
TOTAL AV	336	238	3,524
Jr. College Periodical Subs.			300
Tech. College Periodical Subs.			60
TOTAL PERIODICALS SUBS.			360
Jr. College Periodical Subs. on Microfilm		140	
Jr. College Reels of Microfilm		2,400	

TOTAL CIRCULATION (including print and non-print materials) FOR 1987-88

Junior College	10,588
Technical College	669
TOTAL	11,257

\*A number of very dated materials were withdrawn this year during inventory and re-evaluation of library resources.

NOTE: Monthly reports that contain additional statistical information on all library activities are on file in the Junior College Library Technical Services Office.

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Shelton State Community College  
LIBRARY--MONTHLY REPORT

Month of SEPTEMBER 1988

ACCT.#	ACCOUNT NAME	AMT. BUDGETED	AMT. ENCUMB.	BALANCE
J606	MAINTENANCE & REPAIRS	\$2,000.00	\$649.26	\$1,350.74
J613	EQUIP/FILM RENTAL	\$3,100.00	\$1,121.09	\$1,978.91
J618	MEMBERSHIPS	\$750.00	\$115.00	\$635.00
J619	BOOK BINDING	\$1,000.00	\$729.05	\$270.95
J620	PERIODICALS	\$24,000.00	\$24,018.13	(\$18.13)
J639	CONTRACTS	\$6,450.00	\$6,811.86	(\$361.86)
J641	MATERIALS & SUPPLIES	\$8,000.00	\$6,733.30	\$1,266.70
J701	BOOKS	\$42,028.00	\$41,928.19	\$99.81
J701R	RESTRICTED BOOKS	\$10,000.00	\$9,378.34	\$621.66
J702	AUDIO VISUALS	\$7,022.00	\$6,955.18	\$66.82
J710	FURNITURE & EQUIPMENT	\$11,089.00	\$10,873.21	\$215.79
J710R	FURNITURE & EQUIPMENT/RESTRICT	\$0.00	\$0.00	\$0.00
J800R	RESERVE ENHANCEMENT	\$0.00	\$0.00	\$0.00
T606	MAINTENANCE & REPAIRS	\$600.00	\$496.59	\$103.41
T613	EQUIP/FILM RENTAL	\$300.00	\$201.69	\$98.31
T620	PERIODICALS	\$2,800.00	\$2,451.00	\$349.00
T641	MATERIALS & SUPPLIES	\$3,500.00	\$1,458.59	\$2,041.41
T701	BOOKS	\$9,600.00	\$9,197.47	\$402.53
T701R	BOOKS/RESTRICTED	\$3,000.00	\$2,882.12	\$117.88
T702	AUDIO VISUALS	\$9,000.00	\$8,395.18	\$604.82
T702R	AUDIO VISUALS	\$0.00	\$0.00	\$0.00
T710	FURNITURE & EQUIPMENT	\$6,500.00	\$6,250.69	\$249.31
T710R	FURNITURE & EQUIPMENT	\$1,781.00	\$1,685.00	\$96.00
T800R	RESERVE ENHANCEMENT	\$0.00	\$0.00	\$0.00
		\$152,520.00	\$142,330.94.	\$10,189.06

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*Final Budget Report  
Oct. 1, 1988 - Sept. 30, 1988*

HOW DOES SHELTON STATE'S LIBRARY RANK  
WITH OTHER 2-YEAR COLLEGE LIBRARIES IN ALABAMA ?

The following summary and rankings are based on the statistical survey of two-year college libraries in Alabama for 1987-88. Rankings are indicated on the basis of 23 participating libraries unless otherwise noted. The average FTE of all colleges is 1475, compared with Shelton State's FTE of 2710. FTE, as well as history (i.e., SSCC has existed at least 10 years less than other colleges) must be considered when making comparisons.

Category	AJCLA Average	SSCC	Rank/23
Book holdings	40,853	34,389	15
Periodical subs.	234	365	3
Microform subs.	111	138	4
Total subs.	296	484	2
Audiovisuals	3320	4482	5
AV equipment	107	101	7
Number librarians	2.58 FTE	3.5 FTE	
Number support staff	2.4 FTE	5.5 FTE	1
Total librln/staff	4.98 FTE	9.0 FTE	2
No.hrs.student asst.	73	120	5
Budget/Personnel	\$118,104	\$184,682	4
Budget/Books	\$16,045	\$64,000	1
Budget/Periodicals	\$14,144	\$26,500	3
Budget/Supplies	\$4196	\$8300	2
Budget/Contracts	\$1132	\$7000	1
Budget/Binding	\$1103	\$750	10
Budget/Furn.& Equip.	\$5676	\$18,835	1
Budget/Travel/Prof.	\$507	\$600	9
Budget/Film/Equip.Rental	\$347	\$1321	1
Budget/Maintenance	\$958	\$1150	5

Category	AJCLA Average	SSCC	Rank/23
Budget/All other \$\$	\$5967	\$15,515	3
Budget/Total (excluding salaries)	\$49,279	\$143,971	1
Circulation/Books	8185	7822	12
Circulation/Periods.	1848	929	8
Circulation/AV	1057	2481	2
Circulation/AV Equip.	486	405	8
Circulation/Reserve	1043	NOT COLLECTED	-
Circulation/Total	12,441 (with Res.)	11,637	13
No.Lib.Instr.Classes	42	183	1 (20% of all)
No.Hrs. open/week	62.5	67.5	3
No.Summer hrs./week	58.3	67.5	3
Sq.Ft.Main Lib.	16,231	8553	16
Sq.Ft.Branch Lib.	4594	1962	4/5 libs.
Sq.Ft.Total	17,390 (from survey)	10,515	15
Seat.Cap./Main Lib.	184	184	13
Seat.Cap./AV/Main Lib.	65	12 (at time of survey)	19
Seat.Cap./Total/Main	243	196 (at time of survey)	15
Seat.Cap./Branch Lib.	44	42	2/6 libs.
Seat.Cap./AV/Branch	19	0	6/6 libs.
Seat.Cap/Total/Branch	63	42	4/6 libs.

SSCC is one of 2 libraries with OCLC/SOLINET membership.